

## HOW TO APPLY FOR A SPECIAL TREATMENTS LICENCE

### 1. Who needs to apply for a special treatment licence in Harrow?

If you own or manage premises in the Borough which offer any of the following treatments:

- Massage, manicure, pedicure, facials, nail extensions, acupuncture, tattooing, body piercing, cosmetic piercing, chiropody, light, electric or other special treatments of a like kind such as sun beds, vapour, sauna or other baths, then, unless you can claim one of the exemptions in paragraph 2, you will need to apply for a licence.

### 2. When is a licence not required?

There are a number of exemptions from the need to be licensed.

- No gain or reward – all treatments done free of any sort of charge or donation.
- No premises used – mobile service from a vehicle or in clients' own homes.
- For treatments done by or under the supervision of medical practitioners, dentists, and professions supplementary to medicine in a hospital or nursing home.
- For treatments done by or under the supervision of a person who is a member of a body of health practitioners approved for exemption by this Council. Further details available from this office.

Even if you do not need a licence, all businesses must still comply with the Health & Safety at Work etc Act 1974 and allied regulations.

### 3. Do I need planning permission before applying for a licence?

You will need to check with the Council's Planners to confirm whether any planning consent or permission is required.

When domestic premises are to be licensed, you will need a letter from them in order to confirm that planning permission is not required.

### 4. Do I need to tell my landlord?

If you are a tenant you may need to tell your landlord before you practice treatments in domestic premises. If you are a Council tenant, you will need a letter from Housing Services agreeing to this use of the premises.

### 5. What conditions will be attached to the licence?

The Council has standard conditions, which are applied to every licence granted. Details of the conditions, which will apply to the licence, are available on the Council's website.

## 6. How do I apply for a special treatment licence?

It is important that the steps listed below are followed. Where the procedure is not fully completed the processing of the application may be delayed and the Council might even have to ask you to apply again.

- Send to Public Protection (Licensing), Harrow Council, Civic Centre, PO Box 18, Station Road, Harrow, Middlesex, HA1 2UT (email [licensing@harrow.gov.uk](mailto:licensing@harrow.gov.uk)):
  - completed application form
  - therapist qualifications form, photocopies of their qualification certificates and photo IDs of each therapist
  - floor plans of the premises
  - Electrical Installation Condition Report for the Fixed Installations
  - Portable Electrical Appliance Test Certificate for the appliances at the premises
  - a cheque payable to Harrow Council for the correct fee or a daytime telephone number to pay by credit/debit card
- A copy of the application form and the floor plans of the premises must be sent to:  
Fire Safety Regulation: North West Area 1, London Fire Brigade, 169 Union Street, London SE1 0LL (email [FSRNorthAdmin@london-fire.gov.uk](mailto:FSRNorthAdmin@london-fire.gov.uk))
- A photocopy of the application form only must be sent to the Licensing Officer, Metropolitan Police Service, 74 Northolt Road, South Harrow, Middlesex HA2 0DN
- If a premise has not recently been licensed for special treatments then a poster must be displayed on the premises for 14 days from the date of the application or the date first displayed, whichever is later. The poster is supplied by the Council and must be fully completed by the applicant. The poster is to be placed in a position where it can easily be seen and read by the public passing outside the premises.

## 7. Standard of the Premises.

The premises must meet certain standards. Officers of the Council, Fire Brigade and possibly the Police may need to visit and check that standards are being met. The people visiting may include the following:

- Public Protection: the visit is to check that the premises meet standards in relation to hygiene, health and safety etc. If you are in any doubt what standards may be required then please ask for guidance at an early stage. If the premises do not meet the requirements you may have to put matters right before the licence can be granted.
- Fire Authority: any recommendations made by the Fire Authority will be sent to Public Protection (Licensing). You will be notified of any items, which might require attention before the licence can be granted.
- Police: checks may be made on the applicant and staff to ensure no previous convictions etc gives cause for concern.

## 8. Therapists

The therapists at the premises are qualified for the treatments they are offering. Harrow Council only accepts the following qualifications for the therapists:

- BTec National Award, Certificate or Diploma in Beauty Therapy Sciences
- NVQ Level 2 Beauty Therapy

- NVQ Level 3 Beauty Therapy
- VTCT Level 2 Beauty Therapy
- CIDESCO Diploma
- CIBTAC Diploma

Therapists who hold qualifications not listed above or obtained abroad will need either to undertake a suitable course as listed above or apply for UK comparison through an organisation such as UK NARIC.

In addition, we may require any products or equipments specific training by the manufacturers or producers, if applicable.

### **Photo Identification**

Please note that we require photo identification of all the therapists working and their names to be included on the Special Treatment licence. The accepted photo identification is as follows:

- Photocopy of a valid passport.
- Photocopy of a valid driving licence with photo.

## **9. Right of persons to object to an application for a licence.**

The Police, Fire Authority, and members of the Public have the right to raise objections to an application for a licence. The Council must consider any objection made within the period allowed for the receipt of objections.

Where an objection is received it does not automatically mean that the licence will be refused. If an objection is received you will be notified of the objection, the reason for the objection and asked for your comments. Where possible, all attempts will be made to resolve any objections by a form of conciliation. If this is not possible then in most cases the application will be determined by a meeting of a panel of local Councillors (Licensing Panel), followed by an oral hearing in public. No licence will be refused without the applicant having an opportunity to present a case before the Panel. Should the application reach this stage, full details and explanations of all procedures will be provided.

## **10. Successful application for a licence.**

When an application has been made and the premises are satisfactory then provided any objections have been resolved, the licence will be issued. The licence will be granted subject to the Council's standard conditions.

Under certain circumstances it may be felt necessary to impose additional specific conditions to the licence if, for instance, particular problems had been noted. Should any such conditions are necessary to be added they would be fully explained to you at the time.

It is important that any person granted a licence operates within the conditions imposed on the licence. It is an offence to provide special treatments at premises under any other circumstances.

## **11. Refusal of an application.**

An application may be refused on the grounds listed in Section 8 of the London Local Authorities Act 1991 as amended in 2000 Part II Special Treatment Premises. The decision whether or not to refuse an application is taken at a meeting of a panel of local Councillors (Licensing Panel). At the meeting the applicant is given the opportunity to state why the licence should be granted.

## 12. Appeals against the refusal of, or the conditions imposed on a licence.

Any person who is aggrieved that either an application for a licence has been refused, or feels that the conditions attached to the licence are unreasonable may appeal to the Magistrates' Court within 21 days of the decision being notified to them by the Council. Full details regarding appeal procedures will be supplied to any person whose application for a licence has been refused.

## 13. Further Information.

Should you require any further information or need any help with your application for a licence, please do not hesitate to contact the Licensing Team:

**by post:** Licensing Team, Public Protection, Harrow Council, PO Box 18, Civic Centre, Harrow, HA1 2UT

**by phone:** 020- 8736 6260

**by email:** [licensing@harrow.gov.uk](mailto:licensing@harrow.gov.uk)

For enquiries regarding **planning consent and building control**, for any change of use or change to the outside appearance etc.contact

Planning, Harrow Council Tel: 020- 8901 2600

For enquires about **fire precautions** phone:

London Fire & Emergency Planning Authority (LFEPA) on 020 8555 1200 ext:38778.

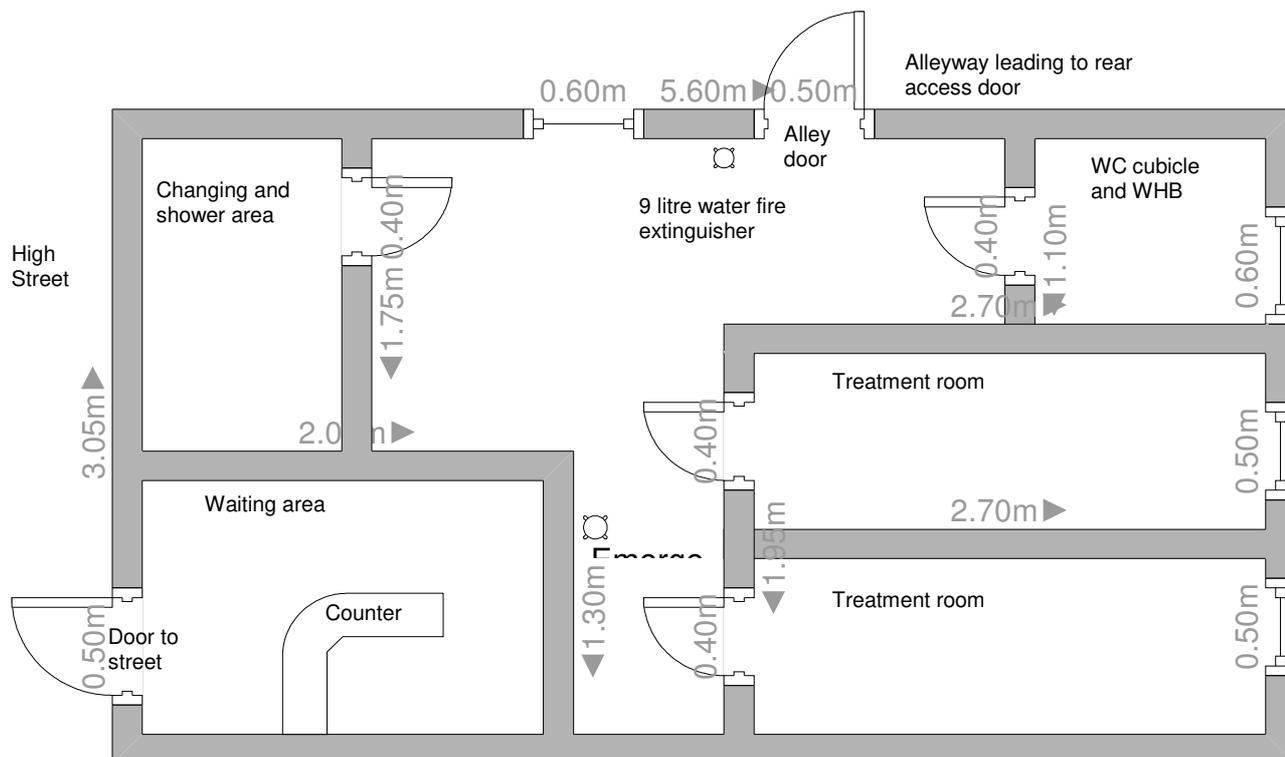
For enquiries about **Police** involvement with licensing, contact the Police Licensing Officer at Harrow Police Station, 74 Northolt Road, South Harrow, Middlesex HA2 0D2 Tel: 101

## The line drawings should be up to date and show on separate sheets for each floor of the building: The plan should include:

- the intended use of each room;
- external and separating walls;
- internal walls and columns;
- partition walls and partitions;
- walls, doors, partitions and glazing which are fire resisting for not less than 30 minutes;
- doorways and openings in external and internal walls and in partitions indicating the direction of opening of any doors (indicate whether any rear or side exits lead to an enclosed yard or the street);
- all exit routes, showing doors, passageways, staircases and final exits;
- position of fire exit signage;
- position of fire alarm call points and indicator panel, if provided;
- all stairways, indicating the direction of rise;
- any steps or number of steps or ramp at a change in floor levels, indicating the direction of rise; all openings in floors or walls for lifts, escalators, elevators, conveyors, chutes, etc;
- any fire fighting equipment, eg extinguisher types and capacity, fire blankets, etc;
- areas covered by emergency lighting, smoke detectors or automatic sprinklers;
- the scale (minimum 1:100).

To help you, a simple example is given below. Line drawings may be hand drawn using just a pen and ruler – however if not drawn to scale, the exact dimensions for all rooms, passageways and areas must be given. Remember to keep a photocopy of any plans (in case they get lost in the post!)

THE BEAUTICIANS, 123 HIGH STREET, STANMORE Scale 1:100 12 April 2006



# SPECIAL TREATMENTS LICENCE FEE STRUCTURE

**From 2018 / 2019 (effective 1 April 2018)**

NOTE: The application fee is payable with your application and is not refundable. An additional fee of **£88 per band** for the council's enforcement costs is payable once the council has decided to grant or renew a licence (but not for variations) and before it can be issued.

## **Band A:**

**Application fee £127 plus Enforcement fee £88**

**Total £215.00**

Ear piercing only

**Band B: Application fee £332 plus Enforcement fee £88 Total £420**

**Domestic Application fee £102 plus Enforcement fee £88 Total £190**

Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, Pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A

**Band C: Application fee £557 plus Enforcement fee £88 Total £645.00**

**Domestic Application fee £202 plus Enforcement fee £88 Total £290.00**

Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Rolfing, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B

**BAND D: Application fee £762 plus Enforcement fee £88.00 Total £850.00**

**Domestic Application fee £297 plus Enforcement fee £88.00 Total £385.00**

Body piercing, Beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C

**BAND E: Application fee £642 plus Enforcement fee £88 Total £730.00**

**No discount on domestic premises in this Band**

Laser and Intense Pulse Light Treatments only (**does not include any treatments in Band A, B, C or D**)

**Variation of licence**

**£96**

**London Local Authorities Act 1991**

**NOTICE OF APPLICATION FOR LICENCE  
FOR A SPECIAL TREATMENT ESTABLISHMENT**

Address of premises where the treatment is to be carried out

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**NOTICE is given that** [name & address of applicant]

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has applied to Harrow Council under the provisions of the London Local Authorities Act 1991 for the above named premises to be licensed for the practice of the following treatments:

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Anyone wishing to oppose the application must give notice in writing to the Licensing Team, Public Protection, Harrow Council, Civic Centre, PO Box 18, Station Road, Harrow, Middlesex, HA1 2UT, **WITHIN FOURTEEN DAYS** of the date shown below, specifying the grounds of objection. Note also that any petitions must follow certain rules.

Copies of these objections will initially be sent to the applicant for their consideration. Persons objecting to the grant of licences must be prepared to attend in person at a public hearing before a committee of the Council.

Dated \_\_\_\_\_

NOTE: The Council on considering the application has the power to impose conditions on any licence granted.

**Enquiries about Special Treatment licensing may be made to  
Public Protection (Licensing) on 020 8736 6260.**

This notice must be completed and on the same day on which the application is made must be exhibited on a conspicuous part of the premises where it can easily be seen and read by persons in the street.

The notice must be kept exhibited for not less than 14 days.



ST01

**LONDON LOCAL AUTHORITIES ACT 1991  
APPLICATION FOR SPECIAL TREATMENT LICENCE**

Please type your answers into the boxes where required

**SECTION 1 – EXISTING LICENCE**

Existing licence number <a href="#">Click here to enter text.</a>
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Expiry date 03/02/2017

**SECTION 2 – WHAT YOU ARE APPLYING TO DO**

**What are you applying to do? Tick only one box**

- Apply for a licence for the first time
- Renew an existing licence (Note: this must be before the expiry of a current licence)
- Make a change to a licence
- Renew AND make a change to a licence

**To renew a licence without any changes now complete sections 8 and 9 only**

If applying to <b>vary</b> or to <b>transfer</b> a licence please give brief details: <a href="#">Click here to enter text.</a>
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**SECTION 3 – APPLYING AS A COMPANY**

**Leave blank if applying as an individual or as a partnership**

Company name <a href="#">Click here to enter text.</a>	Company registration number <a href="#">Click here to enter text.</a>
Registered office address <a href="#">Click here to enter text.</a>	
Contact name <a href="#">Click here to enter text.</a>	Position in company <a href="#">Click here to enter text.</a>
Contact telephone number <a href="#">Click here to enter text.</a>	Contact email address <a href="#">Click here to enter text.</a>

**SECTION 4 – APPLY AS AN INDIVIDUAL OR A PARTNERSHIP**

	<b>Applicant 1</b>	<b>Applicant 2</b>
<b>Full name</b>	Click here to enter text.	Click here to enter text.
<b>Address and postcode</b>	Click here to enter text.	Click here to enter text.
<b>Date of birth</b>	Click here to enter text.	Click here to enter text.
<b>National insurance number</b>	Click here to enter text.	Click here to enter text.
<b>Daytime phone number</b>	Click here to enter text.	Click here to enter text.
<b>Email address</b>	Click here to enter text.	Click here to enter text.

**SECTION 5 – THE PREMISES AND OPERATING HOURS**

Business name	Click here to enter text.
Address and postcode	Click here to enter text.
Telephone number	Click here to enter text.
Email address	Click here to enter text.
Type of premises <input type="checkbox"/> domestic <input type="checkbox"/> commercial	

<b>Day</b>	<b>Open</b>	<b>Close</b>
Monday	Click here to enter text.	Click here to enter text.
Tuesday	Click here to enter text.	Click here to enter text.
Wednesday	Click here to enter text.	Click here to enter text.
Thursday	Click here to enter text.	Click here to enter text.

Friday	Click here to enter text.	Click here to enter text.
Saturday	Click here to enter text.	Click here to enter text.
Sunday	Click here to enter text.	Click here to enter text.

## SECTION 6 – TREATMENTS TO BE OFFERED

**Please tick which special treatments you will be offering**

### Band A

- Ear piercing

### Band B

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Aromatherapy     | <input type="checkbox"/> Massage      | <input type="checkbox"/> Eyebrow/lash tinting           |
| <input type="checkbox"/> Bleaching        | <input type="checkbox"/> Pedicure     | <input type="checkbox"/> Manicure (not nail extensions) |
| <input type="checkbox"/> Facials (basic)  | <input type="checkbox"/> Waxing       | <input type="checkbox"/> Metamorphic Technique          |
| <input type="checkbox"/> Polarity Therapy | <input type="checkbox"/> Shiatsu      | <input type="checkbox"/> Thermo Auricular Therapy       |
| <input type="checkbox"/> Reflexology      | <input type="checkbox"/> Reiki        | <input type="checkbox"/> Infra Red Treatments           |
| <input type="checkbox"/> Polarity Therapy | <input type="checkbox"/> Qi Gong      | <input type="checkbox"/> Fairbane /Tangent Therapy      |
| <input type="checkbox"/> Sports Massage   | <input type="checkbox"/> Thai massage | <input type="checkbox"/> Holistic/Therapeutic massage   |

### Band C

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Nail Extensions   | <input type="checkbox"/> Acupressure  | <input type="checkbox"/> Anthroposophical Medicine |
| <input type="checkbox"/> Endermologie      | <input type="checkbox"/> Acupuncture  | <input type="checkbox"/> Ayurvedic Medicine        |
| <input type="checkbox"/> Colour Therapy    | <input type="checkbox"/> Body Wraps   | <input type="checkbox"/> Bowen Technique           |
| <input type="checkbox"/> High Frequency    | <input type="checkbox"/> Electrolysis | <input type="checkbox"/> Advanced electrolysis     |
| <input type="checkbox"/> Sclerotherapy     | <input type="checkbox"/> Foot Detox   | <input type="checkbox"/> Gyrotory massage – G5     |
| <input type="checkbox"/> Spray Tanning     | <input type="checkbox"/> Galvanism    | <input type="checkbox"/> Korean Hand Massage       |
| <input type="checkbox"/> Stone Therapy     | <input type="checkbox"/> Faradism     | <input type="checkbox"/> Ultra Sonic Treatments    |
| <input type="checkbox"/> Trichology        | <input type="checkbox"/> NAET         | <input type="checkbox"/> Manual Lymphatic Drainage |
| <input type="checkbox"/> Tui-na            | <input type="checkbox"/> Rolfing      | <input type="checkbox"/> Micro Current Therapy     |
| <input type="checkbox"/> Micropigmentation | <input type="checkbox"/> Moxbustion   | <input type="checkbox"/> Micro-dermabrasion        |

### Band D

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Body Piercing   | <input type="checkbox"/> Beading              | <input type="checkbox"/> Bio Skin Jetting         |
| <input type="checkbox"/> Floatation Tank | <input type="checkbox"/> Ultra Violet Tanning | <input type="checkbox"/> Chiropody & Chiropractic |
| <input type="checkbox"/> Hydrotherapy    | <input type="checkbox"/> Jacuzzi / Spa        | <input type="checkbox"/> Steam & Sauna Baths      |
| <input type="checkbox"/> Tattooing       | <input type="checkbox"/> Tattoo Removal       | <input type="checkbox"/> Thalassotherapy          |

### Band E

- Laser                       Intense Pulsed Light (IPL)

**Please state any other treatment not included above**

Click here to enter text.

## SECTION 9 - THERAPISTS

Please provide details of therapists to be included on the licence:

Therapist name	Therapist's qualification	Special treatments to be provided	Evidence of identity provided
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Other (please state: Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Other (please state: Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Other (please state: Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Other (please state: Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Other (please state: Click here to enter text.

Please provide details of any therapists to be removed from the licence:

Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

## SECTION 8 - PAYMENT

**Please tick and complete as appropriate:**

- I enclose a cheque number [Click here to enter text.](#) payable to Harrow Council
- Please telephone me on telephone number [Click here to enter text.](#) to take a credit/debit card payment

## SECTION 9 – DECLARATION

**Please tick the following as applicable:**

**New applications only**

- I have sent a copy of this application to the Police and the Fire Authority
- I have placed the required notice on the premises for 14 days so that it can be easily read by the public

### **New and variation applications only**

- I have included a scale plan of the premises to be licensed
- I have included qualification certificates of all therapists to be licensed and copies of their identification documents

### **Renewals only**

- I am applying to renew my existing licence and declare that none of the existing details have changed.
- I have sent a copy of this application to the Police and the Fire Authority

### **All applications**

- The details contained in this application are true to the best of my knowledge and belief
- None of the applicants have been convicted of an offence under Part 2 of the London Local Authorities Act 1991
- I will comply with the conditions attached to any special treatment licence granted to me
- I undertake to supply any other information that the Council may need in connection with this application

<b>Signed</b>	Click here to enter text.
<b>Date</b>	Click here to enter text.
<b>Position</b>	Click here to enter text.

**Remember to save your application on your computer if completing electronically and email to [licensing@harrow.gov.uk](mailto:licensing@harrow.gov.uk) or post to Licensing, Public Protection, Harrow Council, PO Box 18, Station Road, Harrow, Middlesex HA1 2UT**

**Harrow Council  
London Local Authorities Act 1991  
Special Treatment Premises**

**THERAPIST QUALIFICATIONS FORM ST2  
FOR THERAPISTS TO BE REGISTERED FOR THE FIRST TIME**

<b>Trading name and address of the premises</b>	
<b>Name of the therapist</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>
<b>Private address</b>	
<b>Tel No:</b>	
<b>Email</b>	
<b>Date of Birth</b>	
<b>National Insurance N°</b>	
<b>Place of instruction: (Title of course/qualification and date certificate obtained)</b>	
<b>Period of tuition (dates)</b>	
<b>Has tuition included lessons in:</b>	
<b>a) Anatomy</b>	<b>YES / NO</b>
<b>b) Elementary Physiology</b>	<b>YES / NO</b>
<b>c) Theory &amp; Practice of the treatments</b>	<b>YES / NO</b>

<b>Particulars of training in practical work and period over which such training extended</b>	
<b>Particulars of certificates in special treatments</b>	
<b>Particulars of any certificates in nursing</b>	
<b>Particulars of any certificates in other subjects associated with special treatments</b>	
<b>Membership of any professional body: (State name of body)</b>	
<b>Particulars of qualifications for giving:</b> a) <b>Ultra Violet Ray Treatment (Sun-tanning)</b>	
<b>b) Any other special treatment</b>	
<b>Particulars of any experience in association with persons in medical practice</b>	
<b>I declare that the above particulars are true in every respect.</b>	
<b>Signature of therapist</b>	
<b>Signature of applicant for Licence (or Licensee) if different from above</b>	
<b>Date</b>	
<b>NOTE: Please attach copies of qualification certificates <u>AND</u> a copy of an acceptable form of photo identification</b>	